

APACC Board Meeting Minutes of Wed., 11/6/13

6:37 pm – 9:58 pm at 2442 Bayshore Blvd., SF

In attendance: Kuang Yu (Tony), David Chan, Christina Chen, Myriam Chen, Pearl Chen, Suluagi Palega, Mabel Seto, Rex Tabora, James Wong

Absence Board members: Paul Giusti and Keith Jackson

Guest: Louis Briones of Briones International

Approval of agenda: Rex moved. Myriam seconded. Passed by all present.

Approval of minutes of 9/18/13: Christina moved. Myriam seconded. No objection from the floor and passed.

ED administrative and finance reports:

Christmas Toy giveaway: Sun., 12/15/13, APACC is again in partnership with SFPD doing the annual Christmas toy give away to neighborhood children.

Monthly Finance Statement: Effective January 2014 Rex, CFO will receive a full monthly financial statement from Louis Briones of Briones International, APACC's accounting and bookkeeping firm. A full financial statement every other month will be provided thereafter. Mr. Louis Briones will also meet regularly with Rex/Finance Committee.

Income and contribution received as of 11/6/13

Cathy Bank	\$22, 107.17	
Bank of America	\$ 8,050.22	
Total	\$31,157.39	
Donors/Source	Income/Contribution as of 11/6/13	
1. Recology	\$5,000.00	
2. Jobsnow	\$5,000.00	
3. Cathy Bank Foundation	\$15,000.00	
4. SFCTA	\$2,490.00	
5. Board Members	\$4,300.00	
6. Community members	\$1,200.00	
Sub-total	\$32,990.00 Received	
7. Asian Week	\$250.00 receivable	
8. Digital Reality (Clear Channel)	\$2,800.00 receivable	
9. Board members	\$2,000.00 pledges	
MOH Grants Balance as of 11/16/13	Starting Balance	Current Balance
Contract #35730 (regular) (MOH fund spent \$14,569.52 Average \$3,642.38 per month)	\$57,000.00	\$42,430.48

APACC fund spent \$4,500.00				
APACC fund needed for the year \$36,000.00				
Capacity Contract #35905 (CB)		\$20,000.00	\$7,414.72	
Salary for ED & staff: \$2,814.72				
Training: \$4,600.00				
Potential Funding Projects/Programs				
Source/Organization	Potential Income	Expected Date	Remarks	Category
Asian Pacific Fund	\$20,000.00	2014	3 years	Restricted
SF Bicycle	\$ 5,000.00	2014	One time	Program
Family Restoration House	\$30,000.00	2014	2 years	Program
Ca Lifeline Program (low cost phone service for poor/low income families)	????	2014	Lasting	Unrestricted
Cathy Bank Foundation	\$10,000.00	2014	Annually	Unrestricted
VITA	\$ 3,000.00	2014	Annually	Program
Universal Paragon	\$ 1,000.00	2014	????	Unrestricted

Monthly bank fee: Cathay Bank currently charges \$75.00 service fee. To discontinue such service and to avoid the \$75.00 monthly fee, Cathay Bank requires a signed letter by all 4 Officers (Tony, Rex, Paul and Myriam). Board Secretary, Pearl will draft such letter and forward to Rex for review before finalizing and collect the 4 required signatures.

Sulu moved to send such a letter to discontinue the service. Christina seconded. No objection from the floor. Passed by all present.

ED's request to reduce the number of signature requirement for check signing. Item tabled for later discussion due to lack of time.

Monthly transportation allocation for ED: The Board agrees to allocate \$100.00 per month to ED as transportation expenses such as gas and parking, etc. Christina moved. Myriam seconded. Passed by all present.

ED is to help on 11/18 at Marlia Cohen's Community meeting in the Bay View Police Station.

APACC Friends Club money and bank account---Club's \$2547.65 was taken out by mistake when one of the APACC's accounts was closed on 3/26/13. APACC had 4 accounts with Cathay Bank before one was closed. It was decided to transfer \$2447.65 from one of APACC's accounts to the account with \$100.00 balance.

Sulu moved to transfer \$2447.65 into the account with \$100.00. The total will be \$2547.65. And said account will be for the APACC Club fund only. Rex seconded. Passed without any objection.

Other community agencies: It is expected that other community agencies such as APA, VVSF, CYC, CAA and CADC are planning to expand into Visitation Valley in the future.

It was expressed that we have history in Visitation Valley. Hence, we can take a lead to work with them as the lead umbrella agency. It was expressed by some that APACC might disappear if we work with other agencies.

ED position: ED stated that he has been in the acting position for 4 months and expressed that the workload is too much for 1.5 persons. The Board acknowledged his concerns. Stated that his back is not feeling good because he set up the tables and chairs for the Board meeting. Board member Sulu asked him not to move anything from now on to avoid getting himself hurt even though APACC carries disability and workman's compt. insurance.

ED appealed to the Board to raise more fund to hire a part time staff.

Volunteer Committee will look for volunteer(s) to help out stated by Board member, Sulu.

ED expressed the APACC computers are too slow. Christina volunteered to donate her used computer and printer from her office. Suggested to ask Paul's IT person to set it up.

Possible earnings from special projects:

- a. **SF Bike Coalition:** For \$5,000.00 APACC's name is to be included in their proposal. APACC will also do outreach education and distribute information related to bike safety type of information. It was stated that APACC should get more than \$5,000.00 since 40% of the population is Chinese.
- b. **Family Restoration House:** Financial Empowerment for those with bad credits. The project has a total budget of \$600,000.00 for two years.
- c. **SF Foundation:** APACC is to do outreach, education and translation. Monetary compensation is still in negotiation.
- d. **Telephone Co.:** To help the low income/underserved to learn how and get low cost telephone services.
- e. **VITA:** \$12,000.00 is expected. ED projected the net income will be around \$3,000.00
- f. **SF Beautiful:** Community Building project. Applied and hope to get part of the \$20,000.00
- g. **SFCTA:** In the process of signing a contract to do PR for them with media. More information later.

V Chair Myriam thanked acting ED David Chan for his hard work and fund raising projects for APACC. Stated the activities will give the needed exposures for APACC which is even more important than the monetary reward at the moment.

ED will send the APACC flyer to Sulu who post it at CCSF's South East Campus/Center.

Board and APACC Club donations: Due to the Capacity Training by Compass Point, APACC Board members have donated \$5,000.00+ of needed fund for APACC. In addition, APACC Club members also donated more than \$1,000.00

Mission Statement Revision: APACC is still waiting for the revision of the Mission Statement from Paul stated by ED.

Acting Chairman of the Board: Chairman Tony will be away from 11/15/13 to 2/13/14 for medical treatments. Myriam, VC will be away on business from 11/12/13 to 1/1/14. An acting Chair is needed. Rex accepted the nomination as acting chairman of the Board.

Christina moved that Rex to the acting Chairman of the Board while Tony is away. Myriam seconded. Passed by all present.

Proxy: Board Secretary, Pearl will email blank proxy to Tony, Myriam and Paul who will be traveling overseas in the months of November to February.

APACC Club: Report by Mable who is a representative of the Club. All Board members are invited to attend their upcoming Thanksgiving party on Sunday, 11/17/13, at 1 pm at APACC. They are hoping that Recology will be providing the food for the party as stated by Paul at an earlier encounter. They will pay for the food first and hope to get a reimbursement from Recology later.

66 Raymond has been sold by Wells Fargo Bank: Supervisor Marlia Cohen's office did not know about the auction until the property is sold to a private company "Charter Properties" outside of California. New owner's name is Joe Giaraudo. Supervisor Cohen is holding a Community meeting at 50 Raymond on Thur., 11/7/ at 2 pm regarding 66 Raymond.

Mable shared that last year, 2012, Mr. Richard Seto, a well to do community member has expressed the possibility of helping APACC financially to secure/purchase 66 Raymond property if it comes on the market. Patrick Yung then acting ED, Mr. Richard Seto and herself has contacted the then owner of 66 Raymond to inform them of APACC's intention. Mr. Seto also indicated that he will contact Wells Fargo Bank on his own.

A Special Committee was appointed by Chair Tony: Committee Members Christina, Sulu, Mable along with ED David will attend Supervisor Cohen's community meeting on 11/7's meeting. No objection from those present.

Urgent concerns from weekend Chinese school and dance class parents: Mable related to the Board that weekend Parents voiced their concerns/displeasure of the new tuition payment schedule/requirements below.

1. Tuition will be accepted only during office hours, M-F. Traditionally, instructors have helped to collect tuitions for the convenience of or the parents and APACC. Due to human errors and the instructor(s) turned in the money late which created headache for the staff of APACC.
2. No cash will be accepted, only in the form of a check
3. Tuition has to be paid by the month. No more paying by multiple months

One family is thinking of pulling their three children out of the Chinese school all together due to the in convenience of the new tuition payment arrangements.

Board Chair Tony, Members Christina and Sulu expressed that APACC is doing the parents a disservice by imposing the above new tuition collecting schedule/requirements. APACC is in the business of serving the Community, NOT to create more hardship for them. The new requirements are inconvenient for many of the parents who work long hours during the week days. In addition, many of the parents don't have the English ability/level to write a check or a checking account as they are new immigrants to the United States. The new requirements are just unacceptable.

Mable Suggested to re-establish an Education Committee to work with the concerns. Chair Tony appointed Pearl and Mable to work with him on the weekend parents' concerns. They are to be known as the members of the Education Committee. No objection from those present.

Duties and Obligations of Board of Directors based on by-laws: Item is tabled for a later meeting due to lack of time.

Announcement: Sulu announced that everyone is invited to attend the grand opening of the Palega Park on Sat.,11/16/13 at 11am. The Palega Park is named to honor his late son. The Park is located on Silver and Stillman.

Remarks from guest: Mr. Louis Briones thanked the Board for hiring him to work for APACC and inviting him to attend the meeting. He encouraged everyone never ever give up their passion for the good of APACC and the community it serves.

Remarks from Rex: Thank you Louis for your time to attend our Board meeting this evening. It is okay to speak one's mind and disagree but not outside of APACC. You can disagree but respect each other's ideas/suggestions. It is a two way conversation at APACC's Board meetings. We don't want anyone to feel intimidated, hence we might lose some good ideas/in-puts.

Remarks from Chair Tony: Stated during his tenure as chair, he always gives individual time/opportunity to express their ideas/concerns. That is one of the ways to foster creativity and growth.

Next meeting will be called by acting Board Chair, Rex in January, 2014.

Meeting adjourned at 9:58 pm

By Pearl Chen, Secretary